

Strong Password Criteria

1. Case sensitive and must be a minimum of eight characters long
2. Must contain at least one character from each of the following two types:

| Description | Examples |
|-------------------------------------|----------------------------|
| Westernized Arabic Numerals | 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| Non-alphanumeric Special Characters | ! @ # \$ % ^ & * () ? > < |

3. Other password characters may be upper or lower case alpha characters and/or additional numeric and special characters
4. Passwords may not contain your UserID (EmplID)
5. The system will lock the user account after three incorrect password attempts